

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0809

FLSA: Exempt

CLASSIFICATION TITLE: POLICE CAPTAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise, direct, and coordinate the functions and operations of an assigned division associated with protecting life and property, responding to the needs of the general public, deterring criminal activity within the community, enforcing all city statutes, ordinances and the laws and regulations of the state, and performing investigations, special details, and specific assignments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Assists with overseeing and managing, either personally or through subordinate supervisors, daily activities of a division, which may be comprised of several units, within the Police Department; coordinates and delegates investigations, patrols, special assignments, or other division tasks.

Performs administrative tasks/functions specific to assigned division; assigns and transfers personnel; approves time; adjusts schedule, staffing, and/or authorizes overtime to ensure adequate manpower at all times; ensures proper allocation of personnel and other resources.

Assists with planning and coordination of training; schedules in-service training for subordinates; may provide cultural diversity training.

Oversees and evaluates division services; determines proficiency level and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies; ensures safety of officers.

Develops and/or implements work methods and practices, policies, standard operating procedures, and general orders; ensures CPD Mission Statement is fulfilled.

Establishes goals for employees; instructs and directs subordinates on proper

procedures and protocol of the department; ensures compliance with guidelines and departmental regulations.

Assists with preparation of long range management plans; prepares, reviews, and coordinates special programs and project development; prepares action plans for crime reduction; coordinates multi-zone assistance for unusual problems.

Enforces all city and state codes, ordinances, laws and regulations in order to protect life and property and to prevent crime and promote security; coordinates and supervises special events/activities and VIP visits.

Monitors radio transmissions to ensure all calls are answered; responds to calls of serious nature and to scene of subordinates' calls to answer questions, authorize actions, take control of situation, monitor officers' performance, and serve as a back-up unit.

Ensures effective flow of communications with supervisors, co-workers, and subordinates; discusses status of major cases, progress, and problems, and critical incidents, situations, reports and complaints with the Police Chief and Deputy Police Chief, as applicable; may provide information to the news media.

Assists officers with complex situations or cases; documents case information and prepares case files to assist with prosecution of major cases; appears in court to present evidence and testimony on cases being prosecuted.

Establishes and maintains positive public relations; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention.

Forms partnerships with citizens, community groups, and other agencies to identify and solve problems and improve the quality of life.

Responds to questions, complaints, and requests for information from citizens, elected officials, officers, employees, and various other individuals; mediates conflicts with citizens and officers.

Conducts internal investigations on complaints against subordinates; writes requests for and/or implements disciplinary action.

Evaluates equipment needs for the division based on crime patterns, calls for services, equipment serviceability, and daily equipment inventory reports; ensures optimal deployment and accountability for physical resources.

Assists with annual budget preparation, grant applications, and fiscal spending requirements; sets priorities and makes cuts and revisions where necessary; may administer federal grants.

Reviews and approves requisitions for recommended equipment, uniforms, materials, and supplies based on budget allocations and control guidelines; monitors division expenditures for fiscal compliance.

Enters/retrieves data to/from computer system; reviews various crime statistics and administrative reports relating to assigned division.

Reviews documents processed by subordinates to ensure accuracy; reviews previously assigned cases with officers; discusses errors and recommends method for corrective action; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.

Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate; may serve on special panels, boards, and/or committees.

Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; prepares and maintains files and administrative records.

Cooperates with and serves as liaison to federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Participates in public speaking engagements and presentations.

ADDITIONAL FUNCTIONS

Supervises performance of and/or participates in special operations, investigations, and/or division activities such as public information, special response team (SRT/SWAT), various patrols, school resource officer (SRO), traffic, DUI task force, negotiations, juvenile, vice, homicide, various type thefts and other property crimes, streetcrime units, abuse, arson, bomb, gang unit, warrants, narcotics, evidence/property control, identification, communications, field training, canine, training, teaching, fleet services, and/or other duties as assigned.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Conducts inspections of departmental vehicles; oversees maintenance of law enforcement vehicle; maintains weapons and equipment in functional and presentable condition.

Substitutes for other supervisors and/or co-workers in temporary absence of same.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in Criminal Justice, Public Administration, Social Sciences, or a closely related field; supplemented by six (6) years of progressively responsible supervisory experience and/or training in law enforcement, criminal investigations, police administration, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities

for this job. Must possess and maintain a valid Tennessee driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer. Must be certified in Cardiopulmonary Resuscitation (CPR). Must be qualified and meet all legal requirements to carry a firearm. May be required to attain and maintain additional certifications specific to assigned division.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.